ATTORNEY GENERAL OF TEXAS

GREG ABBOTT

SAPCS-State
Performance Reporting
FY 2012

Grants Administration Division

Integrated Tracking System (ITS)

- The Office of the Attorney General continues its partnership with the Health and Human Services Commission in jointly sharing the Integrated Tracking System.
- Information provided through ITS is used to study:
  - Prevalence of Sexual Assault in Texas
    - Demographic information for victims and offenders
    - Type of Sexual Assault
    - Trends over time
- Grantees are required to continue submitting monthly files to HHSC every month in addition to completing the SAPCS-State Performance Report.
  - ITS provides detailed information the OAG uses to respond to requests for information.
  - ITS collects data on the agency as a whole, not just grant funded staff.
  - If information is not submitted timely, your agency will be contacted.
  - Reminder: Education conducted with SAPCS-Federal funds are not entered into ITS.

Integrated Tracking System

- Integrated Tracking System can be downloaded from:
  - www.hhsc.state.tx.us/refugee/its

Legislative Budget Board Performance Measures

The State of Texas has a performance-based budgeting system which requires strategic plans from state agencies that include goals, objectives, strategies and performance measures. After the Texas legislature approves the General Appropriations Act, agencies report their performance measures. The General Appropriations Act authorizes grant funding for Sexual Assault Prevention and Crisis Services (SAPCS). Two performance measures are reported to the Legislative Budget Board that are collected in part from data provided by local sexual assault programs which are awarded SAPCS funds.

- Number of Sexual Assault Training Participants
- Number of Sexual Assault Outreach Participants

Purpose of Performance Reporting

- Standardize grant performance data
- Assess technical assistance needs
- Provide ongoing feedback
- Identify “best practices”
- Reflect grantee progress
- Justification for funds

OAG Staff Review

- What are we looking for?
  - Timeliness of report
  - Completeness and accuracy
  - Achievement of established targets and outcomes
  - Statistical anomalies
  - Program issues detailed in narrative
  - Program highlights
  - Justification for missing or incomplete data
  - Information involving changes to key personnel

SAPCS State Performance Reports

- General Instructions
  - Performance Reports are due on or before:
    - 1st Quarter – December 30, 2011
    - 2nd Quarter – March 30, 2012
    - 3rd Quarter – June 30, 2012
    - 4th Quarter – September 30, 2012

SAPCS State Performance Reports

- **The Performance Report** must be emailed to: OAG-Grants@oag.state.tx.us

- The following must appear in the subject line of the email:
  - Grant type
  - Grant number
  - Reporting period (example subject line: SAPCS-State 1200000, 1st Quarter Performance Report).

- Questions regarding the contract and/or the performance report should be directed to your Grant Manager.

What to Report?

- **The Performance Report** should reflect data for SAPCS-State funded activities only.
- **Do report:** All victim services and activities being provided by SAPCS-State funded staff during their time on the grant, regardless of whether you have provided a target for that activity.
- **Do not report:** The total new victims served by the agency in your calculations. Only report the victims served by the grant-funded staff.

Performance Report Format

The FY2012 SAPCS-**State Performance Report** Excel document has four tabs, one tab for each reporting quarter.

Entering data for each quarter

To enter quarterly data, click on the appropriate tab located on the bottom left of the Microsoft Excel Spreadsheet.

Example: The 1^{st} Quarter Tab will only allow reporting of 1^{st} quarter data and narratives. To enter the first quarter data, click on the tab marked "1^{st} Quarter" and enter the data on this tab. On the "1^{st} Quarter" tab, the cells for 2^{nd} , 3^{rd} and 4^{th} Quarters are locked and will not allow you to enter data.

Section 1

Agency Information

Section 1: Agency Information

- This information was pre-filled and protected by the OAG.
- Reflects information submitted on the grant application.
- Changes and updates to agency information should be directed to Grant Manager.

Section 1. Agency Information

Grant Number:			**OAG Grant-Funded Purpose Areas** (check all that apply):
Grant Name:			24-Hour Crisis Hotline
Person to Contact for Corrections:			Crisis Intervention
Contact's Phone Number for Corrections:			Public Education
Contact's Email Address for Corrections:			Advocacy and Accompaniment
Grant Contact:			Crisis Intervention Volunteer Training
Authorized Official:			Other Support Services
			Special Project (Statewide only)

Changes to Agency Information

- If you require a change to Agency Information, contact your Grant Manager. Additionally, Grantees are required to notify the OAG of key personnel changes in the organization within ten (10) business days.

- Submit the following to your Grant Manager:
  - Name of new key personnel
  - Title
  - Contact address
  - Phone and fax numbers
  - Email address

Changes to Agency Information

- **Authorized Official**: The grantee must submit the request in writing. The letter must be signed by the governing body, on grantee's letterhead, indicating the name of personnel change, title, contact address, phone and fax number and email address.

- **Grant Contact**: The Authorized Official must submit a request via email, fax or grantee letterhead to the Grant Manager.

- **Person to Contact for Corrections**: Name, email, and phone number can be changed by the grantee directly on the form.

Section 2

Direct Victim Services

Section 2: Targets

- **Targets**
  - The target number and monthly numbers should represent the number of **victims** that receive a particular service, not the number of times a particular service will be provided.

Section 2: Direct Victims Served

New Victims Served

- Received no prior services from a grant-funded staff person during FY2012 (September 1, 2011 – August 31, 2012)

Continuing Victims

- Received at least one funded service from a grant-funded staff person for the month and who have also received at least one funded service from a funded staff person in any previous month of FY2012.

Section 2: Direct Victims Served

- Victims may only be counted once per month, even if they have multiple visits in a month or if they receive services from more than one grant-funded staff person.

- ALL victims served by an SAPCS-State funded staff person should be counted as “New” the first time they receive services in the FY2012 (September 1, 2011 - August 31, 2012):
  - Includes victims both directly and indirectly impacted by the sexual assault (primary and secondary victims).
  - A person may only be counted once in this category per fiscal year, even if they are a victim of multiple unrelated sexual assaults.

Section 2: Direct Victims Served

Victims Served

One Staff Funded**:** If only one staff person is funded, calculate the number of **Victims Served** for this report by multiplying the total number of **New Victims** that the (one) grant funded staff member served by the percentage of salary funded for that position.

Multiple Staff Funded: If multiple staff are funded, calculate the number of **Victims Served** for each staff person and add these together. If more than one staff person has served a victim in a month make sure the victim is not counted more than once.

Section 2: Direct Victims Served

Victims Served

Multiple Staff Funded: Calculate the number of **New Victims Served** for each staff and add these together (report sum).

- If more than one grant-funded staff person has served a victim in a month make, sure that victim is not counted more than once.
- If more than one grant-funded staff person provided services to a victim in a month, the victim may only be counted once.
- The method used to determine which staff member counts the victim is up to your agency – just be consistent. This method should remain consistent throughout the life of the grant.

Section 2: Calculating New and Continuing Victims Served

If all victims served are receiving services provided by your SAPCS-State program, the following examples are appropriate. If not all victims being served are receiving the services provided by your SAPCS-State program, outputs should be reported for services provided to victims during grant-funded staff time on the grant by whichever method your agency determines appropriate.

Reporting Formula

Victims Served

X % Staff Funded

Number of Victims to Report

Section 2: Victim Served Examples

One Grant Funded Staff:

- Advocate 25%
  - 30 new victims served

30 x 25% = 7.5

If percentage is not a whole number, round up!

8 = Total new victims

Section 2: Victim Served Examples

Multiple Grant Funded Staff:

- Advocate 25%
  - 35 new victims served
- Bilingual Advocate 30%
  - 45 new victims served

35 x 25% = 8.75

45 x 30% = 13.5 *(round up)*

9 + 14 = 23

23 = Total new victims

Section 2: Victims Served and Types of Services Provided

Victims Served and Types of Services Provided are reported on a monthly basis. A victim may receive a particular type of service more than one time throughout the grant year.

Example:

During the month of September a victim receives:

- Information and Referral = 5x
- Crisis Intervention = 2x
- Victim Advocacy = 1x

Each service is reported once (1x) under each type of service for the month of September. If the victim received the exact same services the next month of October, services would be reported the exact same way.

Section 3

SAPCS Training and Outreach Presentations and Participants

SAPCS-State Grant Funds

Section 3: Training and Outreach Presentations and Participants (SAPCS-State Grant Funds)

This section reflects target information, if applicable, submitted on your target spreadsheet and that has been pre-filled by the OAG.

- Report the total number of presentations and participants, by type, each month in using the SAPCS-State Grant Funds.
  - Community Education
  - OAG Structured Education
  - Professional Training
  - Volunteer Education
  - Informational Fairs

Section 3: Training and Outreach Presentations and Participants

- **For Volunteer Education Presentations:** Count the number of presentations by training, regardless of how many sessions, sections, topics or days make up the training.

- **Example:** Volunteer Education Presentations consist of a one week, 40 hour training including sessions on dynamics of sexual assault, system response, working with survivors, etc. This would be counted as one (1) presentation.

Section 4

Organization Activities

Section 4: SAPCS Training and Outreach Presentations and Participants

SAPCS Training and Outreach Presentations and Participants

- This section reflects target information, if applicable, submitted on your target spreadsheet and that has been pre-filled by the OAG.
- Report the total number of presentations and participants, by type, each month in using the funds as a whole in your agency to support SAPCS-State activities.

Section 4: Demographics of Survivors

NEW! Demographics of Survivors

- Report the data of survivors and the counties in which they reside. Also, enter the demographic information, such as age and gender. If the age or gender is unknown, please mark the corresponding box.

Section 5

Volunteer Involvement

Section 5: Volunteer Involvement

- All nonprofits must complete this section.
- Volunteers must be used in some capacity to support the mission of the organization.
- Report numbers for the agency as a whole, not just for the project funded by SAPCS-State.

Section 6

Outcomes

Section 6: Outcomes

- Grantees selected **Outcomes** from those provided in the Application. All Grantees are required to measure two outcomes. One outcome must be a **Direct Service Outcome**.

- Each outcome includes a **Target Level Percentage**
- Fill in instrument used to measure each outcome
- Fill in data for:
  - Number of instruments given to individuals
  - Number of instruments completed by individuals
  - Individuals reporting desired outcome
  - Outcome narrative: add any additional information

Section 7

Grant Related Activities

Section 7: Grant Related Activities

- Grantees report meetings (internal agency or with community representatives).
- Community collaborations on victim service-related projects.
- Other activities that support the SAPCS-State project.

Section 8

Successes During the Reporting Period

Section 8: Successes During the Reporting Period

NEW

- Successes During the Reporting Period is a new section for FY2012.
  - You can use this section to describe any successes you had with regard to meeting your goals, objectives and targets.

Section 9

Challenges

Section 9: Challenges Encountered During the Reporting Period

- Grantees provide justifications to explain any issues that made it difficult or challenging for them to meet their goals, objectives and targets.

- This might include gaps in reporting, difficulties in hiring staff, extended leave, staff turnover, natural disasters, etc.

  - For example, if there is little or no data available for a certain section due to a vacancy or timing of the school year (presentations numbers may be lower in the summer months), include this detailed information in this section. Your Grant Manager may follow up if additional information is needed.

- Also include any actions to overcome these challenges.

Section 10

Program Impact Narrative

Section 10: Program Impact Narratives

- Report at least one narrative per quarter about a client who grant funded staff has helped, or services your agency provided with SAPCS-State funds that made a difference in someone's life.
- Also include ways in which the grantee's program is making a difference in the community (i.e., changes in policies, protocols, cooperation and/or awareness).

Section 11

Description of Training and Outreach During the Reporting Period

Section 11: Description of Training and Outreach During the Reporting Period

- This is qualitative information to be conveyed to those interested in knowing the number of participants reached through training and outreach presentations, the physical space used to hold the training or outreach (high school gymnasium, civic center, teacher's lounge, etc.), audience type (teachers, parent groups, high school youth groups, professional organizations) and topics covered (date-rape drugs, sexual harassment prevention, self-esteem, healthy relationships, etc).

- Use this section to include at least one narrative per quarter to explain training or outreach your agency provided with SAPCS-State funds.

Section 12

Overall Summary

Section 12: Overall Summary

- Describe an overall summary of your sexual assault victim services program funded by the OAG.

Section 13

Additional Information

Section 13: Additional Information

- This section allows you to describe any additional information about your sexual assault victim services program that was not captured elsewhere in the report.

Section 14

Key Personnel

Section 14: Key Personnel

- Describe any changes in key personnel that may have occurred during the reporting period.

  - For example, this would include vacancies for grant-funded positions, changes in Authorized Officials, Grant Contacts, etc.

- Grantees must also notify their Grant Manager within ten (10) business days of any change in key personnel.

Section 15

Positions Left Vacant

Section 15: Positions Left Vacant

- If applicable, explain any grant-funded positions left vacant for more than three months, and what is being done to fill the position.

Section 16

Data Verification

Section 16: Data Verification

- The grant contact or authorized official must review and approve the accuracy of the data in the performance report before submitting it to the OAG.
- The initials and the date the report was reviewed indicates to the OAG that the appropriate review was completed.

Thank You!

- Please note that additional detail can be found in the FY 2012 OVAG/VCLG Performance Report Instructions. If you need any further information, contact your Grant Manager.

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